

Steven V. Stenger
County Executive



Stephanie Leon Streeter, P.E.
Acting Director

April 10, 2015

RE: Notice to Consultants
Request for Qualifications
Consulting Engineering Services
Old Jamestown Road Phase 2 Sidewalk Improvements
Old Jamestown Forest Drive to Cedarcrest Creek Drive
St. Louis County Project No. SWK-1417
Federal Project No. TAP-4901(641)
TIP No. 6551-15

St. Louis County Department of Highways and Traffic/Public Works is requesting the services of a highly qualified consulting engineering firm to perform professional services for this project. Qualifications-Based Selection (QBS), in accordance with RSMo. 8.285 through 8.291, will be used to determine the successful respondent.

General Description of Services Required:

This project will provide additional sidewalk along the east side of Old Jamestown Road beginning at the north side of Old Jamestown Forest Drive and extending north to the south side of Cedarcrest Creek Drive at the entrance to Hazelwood Central Middle School. This project is an extension of the Old Jamestown Road Phase 1 Sidewalk Improvements which provided new sidewalk from Parker Road to Old Jamestown Forest Drive. Specific services to be provided by the consultant include:

- Miscellaneous Pick-Up Survey Work (as necessary)
- Section 106 Documentation and Application
- Preliminary Plans
- Right-of-Way Plans
- Final Plans
- Job Special Provisions
- Construction Estimates
- Coordination with the Missouri Department of Transportation (MoDOT).
- Coordination with the Metropolitan Sewer District (MSD)
- Drainage and Water Quality Design
- Small Retaining Wall Design (if necessary)
- Geotechnical Investigation (if necessary)
- Drainage Structure Design (if necessary)

Services To Be Provided By St. Louis County Staff:

- Topographic surveying
- Compilation of Bid Documents
- Utility Coordination

- Compile and Submit Plans, Specifications and Estimates (P,S & E)
- Management of the Bidding Process
- Compile and Submit Concurrence in Award Request
- Contract Processing and Execution
- Compile and Submit Construction Notice to Proceed Request
- Construction Engineering
- Materials Testing

The anticipated project schedule includes accelerated consultant selection, negotiation and design phases. Firms unable to meet these deadlines should not submit a Qualifications Statement. The anticipated schedule is as follows:

Qualifications Statements Due:	April 27, 2015
Short List Announced:	May 4, 2015
Informal Interviews:	May 7, 2015 (Morning)
Selection Announced:	May 13, 2015
Scoping Meeting:	May 21, 2015 at 9:00 a.m.
Negotiation:	May 21, 2015 – June 5, 2015
Council Authorization/Contract Execution:	June 30, 2015 – August 19, 2015
Estimated Notice to Proceed Date:	September 8, 2015
Preliminary Plans Complete:	October 30, 2015
Right-of-Way Plans Complete:	December 11, 2015
Final Plans Complete:	May 31, 2016

Please limit your Qualifications Statement to no more than five (5) pages. The submittal should include a statement describing why your firm is interested in the project. It should also include any other information which may help in the selection process, such as key project personnel, their backgrounds, and other similar projects for which your firm has completed final design in the recent past.

Firms may submit a copy of their company's general qualifications separately as a single additional document. There is no length limit to this document. This supplemental information is not required and is not guaranteed to be considered in the scoring process. All project specific information should be included in the five-page Qualifications Statement.

All prime consultants shall be prequalified with MoDOT. It is further required that your firm submit an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15CSR 60-15.020) be submitted with your firm's Statement of Qualifications. These items do not count towards the five-page limit.

Qualifications Statements will be scored based on the following criteria:

- Overall Experience and Technical Competence – 40 points
- Capacity and Capability – 20 points
- Past Record of Performance – 30 points
- Accessibility of Firm & Staff – 10 points

From the qualification statements received, a short list of at least two (2) firms and no more than three (3) firms will be invited for thirty (30) minute informal interviews. The informal interviews will consist of a brief question and answer period followed by general discussion of the project. Scores from the Qualifications Statements will comprise 15% of each firm's interview score in accordance with the Department's QBS policy.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted toward participation in any established DBE Goal. St. Louis County encourages DBE firms to submit as prime on any project for which they are qualified. Any sub-consultants needed to complete the professional services requested by St. Louis County must be listed.

If your firm would like to be considered for the consulting services, please e-mail your Qualifications Statement to Ted Medler, P.E., S.E., Division Manager of Planning and Programming at TMedler@stlouisco.com as a PDF file. General qualifications shall also be submitted in PDF format. Any mailed or hand-delivered hard copy submittals will be discarded. All Qualifications Statements must be received by 3:00 p.m., local time, on April 27, 2015 to be considered for this project. Questions regarding this solicitation shall be submitted in writing to the project contact above. Phone inquiries will not be accepted. Failure to comply with the requirements of the RFQ may negatively impact the evaluation of the consultant's Statement of Qualifications.

St. Louis County's Transportation Alternatives Program (TAP) Application and survey data for this project may be downloaded from: <http://www.stlouisco.com/YourGovernment/BidsandRFPs>

St. Louis County, Old Jamestown Road Phase 2 Sidewalk Improvements	
Federal Aid No.:	TAP-4901(641), TIP# 6551-15
Location:	Old Jamestown Forest Drive to Cedarcrest Creek Drive
Proposed Improvement:	New Sidewalk
Length:	0.60 miles
Approximate Construction Cost:	\$380,000
DBE Goal Determination	0%
Consultant Services Required:	<p><i>This project will provide additional sidewalk along the east side of Old Jamestown Road beginning at the north side of Old Jamestown Forest Drive and extending north to the south side of Cedarcrest Creek Drive at the entrance to Hazelwood Central Middle School. This project is an extension of the Old Jamestown Road Phase 1 Sidewalk Improvements which provided new sidewalk from Parker Road to Old Jamestown Forest Drive. Specific services to be provided by the consultant include:</i></p> <ul style="list-style-type: none"> <i>Miscellaneous Pick-Up Survey Work (as necessary)</i> <i>Section 106 Documentation and Application</i> <i>Preliminary Plans</i> <i>Right-of-Way Plans</i> <i>Final Plans</i> <i>Job Special Provisions</i> <i>Construction Estimates</i> <i>Coordination with MoDOT.</i> <i>Coordination with MSD</i> <i>Drainage and Water Quality Design</i> <i>Small Retaining Wall Design (if necessary)</i> <i>Geotechnical Investigation (if necessary)</i> <i>Drainage Structure Design (if necessary)</i>
Other Comments:	<p>Services To Be Provided By St. Louis County Staff:</p> <ul style="list-style-type: none"> Topographic surveying Compilation of Bid Documents Utility Coordination Compile and Submit P, S & E Management of the Bidding Process Compile and Submit Concurrence in Award Request Contract Processing and Execution Compile and Submit Construction Notice to Proceed Request Construction Engineering Materials Testing
Contact:	<p>Ted Medler, P.E., S.E. Division Manager, Planning and Programming St. Louis County Department of Highways & Traffic TMedler@stlouisco.com All questions and submittals via e-mail. Phone inquiries not accepted.</p>
Deadline:	April 27, 2015 at 3:00 p.m.